

2015-91-1437035-PC
Student Cooperative – Safety & Facilities Services

Security Clearance: Other
Supervisory Status: No

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The USPS OIG is seeking students enrolled in college/university programs to fill our Student Cooperative - (Paid) position in Mission Support, Safety and Facilities Services located in Arlington, VA. The position includes reviewing safety policy and procedures to ensure compliance with federal safety and health regulations, coordinating safety and health services for agency to include all 150 field office locations, and providing data management and administrative support. The Student Cooperative Program is available for continuous employment throughout the year, while enrolled in school. Students must be available to work a minimum of 10 hours per week, with a maximum of 30 hours per week while in school.

Candidates will be evaluated on the skills that they possess that are directly related to the duties of the position and/or the experience, education and training that indicate the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position. Only those candidates who meet all qualification and eligibility requirements and who submit the required information by 11:59 PM EST on Thursday, July 02, 2015 will be considered.

The USPS OIG uses a Pay Banding system, which is equivalent to the Federal GS scale. Grade and salary determinations will be made based upon a candidate's education and professional experience.

This position is being advertised at the Administrative Band level. The salary range for this position is \$13.00 - \$17.00 per hour. Locality Pay is authorized.

\$16.73 per hour - Sophomores, including locality pay
\$18.63 per hour - Juniors and Seniors, including locality pay
\$21.12 per hour - Graduate Students and Law Students, including locality pay

Travel Required: Not Required
Relocation Authorized: No

Must be a US Citizen
Must be able to pass a drug screening
Must be able to pass a background investigation
Must have the ability to work at least 10 hours per week
May require some travel
Must be able to obtain and maintain a Minimum Background Investigation

Please note that the duties and responsibilities associated with this position may vary based upon the area of assignment. The following description of major duties and responsibilities is only intended to give applicants a general overview of the expectations.

The student cooperative performs specialized duties with continuing responsibility for projects, questions, or issues that arise in the area of assignment/curriculum. Each assignment typically consists of a series of related actions or decisions prior to final completion.

- Addresses a wide variety of problems or situations common to the segment of the program or function to which the employee is assigned. Decisions or recommendations are based on the development and evaluation of information that comes from various sources.
- Identifies and studies factors or conditions and determines their interrelationships as appropriate to the defined area of work.
- Takes or recommends actions that are consistent with the objectives and requirements of the program or functions.
- Recognizes the dimensions of the problems involved, collects the necessary information, establishes the facts, and takes or recommends action based upon application or interpretation of established guidelines.

YOU WILL BE PROVIDED WITH A NARRATIVE SECTION AFTER EACH EVALUATION FACTOR IN THE ASSESSMENT QUESTIONNAIRE IN WHICH YOU MUST FULLY EXPLAIN HOW, WHEN, AND WHERE YOU GAINED THE KNOWLEDGE, SKILLS, AND ABILITIES AS LISTED IN EACH OF THE EVALUATION FACTORS.

You will no longer be considered for this position if you: fail to respond to all of the questions in the self-assessment questionnaire; fail to address a factor in the narrative section (no response or "See resume" or similar language will be scored a zero (0)); or receive a zero (0) rating on any evaluation factor.

In each narrative section you must also indicate the reference person(s) who could verify your achievements. Include their full name, title and phone number. Your supervisor may also be contacted to verify any work-related statements you write.

Failure to demonstrate that you meet all evaluation factor requirements will result in a score of zero (0). Upon receipt of a zero score, you will be deemed "not minimally qualified," and you will not be referred for further consideration.

MINIMUM REQUIREMENTS

You must meet ALL of the minimum requirements.

- Students must be currently enrolled full or half-time in an accredited college or university program, classified or academically ranked by semester hours as a Sophomore, Junior, Senior or Graduate student; "in good standing" with GPA 2.75 or above. (MUST SUBMIT TRANSCRIPT STATING CURRENT ENROLLMENT STATUS, GPA AND IN GOOD STANDING. GPA must be 2.75 or above to be eligible.)

AND

- Must be fluent in the use of Microsoft, Word, Excel, and PowerPoint

AND

- Must be able to report to work in the USPS OIG Rosslyn, VA during core business hours.

You must have the knowledge, skills, and abilities as listed in EACH of the evaluation factors. Failure to demonstrate that you meet all of the evaluation factor requirements as listed below will result in a score of zero (0); an ineligible status, and you will not be referred for further consideration.

EVALUATION FACTORS

Include your major accomplishments relevant to the evaluation factors in your resume.

- Skill in written and oral communications and ability to apply those skills in coordination and problem solving efforts.
- Skill in the use of personal computers and basic office software programs, including Microsoft office.
- Ability to work on a wide range of assignments/projects with many different people.

APPLY THROUGH THE USAJOBS WEBSITE:

When you are ready to begin the application process, click the Apply Online button to create a USAJOBS account or login to your existing account. Follow the prompts to create or select your USAJOBS resume and other supporting documents or to upload required or applicable documents.

- Complete the occupational questionnaire and submit the documentation specified.
- Click the Submit My Answers button to submit your application package.
- It is your responsibility to ensure that your responses and appropriate documentation are submitted prior to the closing date.

NOTE: To fax supporting documents you are unable to upload, you must complete this Fax Cover Page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID 1437035 and fax to 1-478-757-3144.

To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

If you cannot apply online:

1. Click the following link to view and print the Occupational Questionnaire: [View Occupational Questionnaire](#), and
2. Print the 1203FX form to provide your responses to the Occupational Questionnaire http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf, and
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX), as this will overwrite your prior online responses and may result in you being found ineligible.

You are strongly urged to read and print the entire vacancy announcement.

In order to be considered for this position, you must submit a complete application package by 11:59 PM EST on Thursday, July 02, 2015, which includes the following documents:

1. RESUME. Required: When completing your online application or uploading your resume, you must categorize it as a "Resume" document). **IMPORTANT:** you will be asked questions in the self-assessment questionnaire. It is essential that your resume and supporting documentation provide sufficient information to substantiate your responses to the self-assessment questionnaire.

2. COMPLETE SELF-ASSESSMENT QUESTIONNAIRE. Click the "Apply Online" button and follow the prompts to complete the Occupational Questionnaire. (**Required:** You must click the "Submit My Answers" button at the end of the Questionnaire to complete this process.)

3. TRANSCRIPTS. Official copy of current transcripts from an accredited college or university showing GPA, current level of education, and the number of completed semester hours and current status. Transcripts must validate current enrollment status. (**REQUIRED:** Attach document as "Transcript")

NOTE: Your college or university must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: www.ed.gov/admins/finaid/accred.

Special Instructions for Candidates with Foreign Education: Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret the equivalency of your education against courses given in U.S. accredited colleges and universities. For further information

visit: <http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>.

4. UPLOAD SUPPORTING DOCUMENTS which may include:

- Certificates or Licenses, if applicable. Upload and save as "Other" document.
- Veterans Preference Documentation. If you are claiming veterans preference you must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veterans preference eligibility including your VA letter, form SF-15 (www.opm.gov/forms) and all required documents related to your SF-15 claim. Veterans can request the Member 4 copy of their DD-214 at <http://www.archives.gov/veterans/military-service-records>, and can download a copy of their VA letter from <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>. (If applicable to you, you are required to upload each veterans' preference document and categorize as "DD-214" or "SF-15" or "Other Veterans Document")
- SF-50 if you are or have been a Federal employee to demonstrate tenure and competitive/excepted service for eligibility purposes. (If applicable to you, you are Required to upload each applicable SF-50 and categorize as a "SF-50" document.)

HOW YOU WILL BE EVALUATED

The Human Resources Office will review your resume and supporting documentation to ensure that you meet the minimum qualifications required for this position. You will no longer be considered for this position if you: fail to respond to all of the questions in the self-assessment questionnaire; fail to address a factor in the narrative section or state "see resume" or similar language; receive a zero (0) rating on any evaluation factor; fail to attach all required documentation; if your application materials indicate that you are not minimally-qualified for this position; or if you fail to qualify on the interview and/or writing assessment. Only the top-rated

candidates will be referred to a review official or the selecting official for further consideration. If your application is referred to the review official, the reviewer will compare your self-assessment questionnaire responses to your resume and supporting documentation. It is essential that your resume and supporting documentation provide sufficient information to substantiate your responses to the self-assessment questionnaire. If your questionnaire responses are not adequately substantiated, the review official will amend your rating to more accurately reflect the level of competency indicated. Top-rated applicants may be required to participate in an interview and a writing assessment. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview or writing assessment performance. Once all applicant scores are finalized, the selecting official will make a final decision. NOTE: If you receive a zero (0) rating on any evaluation factor or on the interview, you will be considered NOT MINIMALLY QUALIFIED for the position and rated ineligible. Once the Occupational Questionnaire has been received you will receive an acknowledgement e-mail that your submission was successful. After a review of your application package has been completed, you will be notified of your rating and/or referral to the Selecting Official.

Student Cooperatives are not eligible for USPS OIG Employee Benefits.

This agency provides Reasonable Accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call 703-248-2210 or send email to us at jobs@uspsig.gov. The decision on granting an accommodation request will be made on a case by case basis.